Center for Educational Performance and Information

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How Are the Data Processed in the Education Data Network (EDN) in Order to Calculate our Graduation and Dropout Rates?
(revised 2/2005)

The Center for Educational Performance and Information (CEPI) has utilized the spring 2004, end-of-year 2004, and fall 2004 Single Record Student Database (SRSD) data submissions to determine grades 9, 10, 11, and 12 fall 2004 enrollments, class of 2004 graduates, and district transfer information. The Department of Information Technology (DIT) has pre-populated these data into the EDN for you to modify and submit to CEPI.

Similar to last year's report, the 2004-2005 Pupil Headcount Report IM-4203 has three basic functions: 1) collecting the high school buildings' headcount for fall 2004, 2) collecting the transfer information for the 2003-2004 school year, and 3) collecting the graduation information for the 2003-2004 school year (class of 2004). All three of these components are used to calculate the 2003-2004 graduation and dropout rates.

As you access the 2004-2005 Pupil Headcount Report IM-4203 via the EDN, the first screen (page 1 of 4 – see the upper right corner of the EDN screen) will be the Fall 2004 Enrollment. We have pre-populated those data based on the fall 2004 SRSD submission. These data should reflect the fall 2004 count date, September 22, 2004. **YOU MAY MAKE MODIFICATIONS TO THESE DATA IN ORDER TO ACCURATELY REFLECT YOUR FALL 2004 COUNT**.

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              2004-2005 SCHOOL BUILDING HEAD COUNT REPORT      PAGE 1 OF 4
           HAPPY VALLEY SCHOOL DISTRICT                     District 12345
           WUNDERKIND HIGH SCHOOL                           Building 54321
      9-12                          FALL 2004 ENROLLMENT

               Am Indian     Asian      Black     Hispanic      White    **** Totals ***
   Grade Class Male Fem.   Male Fem.  Male Fem.  Male Fem.   Male Fem.  Male Fem. TOTAL

   9   :  2008    0    3     1    0     8    5     2    1    172  169   183  178    361

   10  :  2007    0    0     1    0     7    6     2    3    144  123   154  132    286

   11  :  2006    0    0     0    0     2    4     1    3    123  103   126  110    236

   12  :  2005    2    0     0    1     3    1     1    1    102  121   108  124    232

   ALL             2    3     2    1    20   16     6    8    541  516   571  544   1115



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The next screen (page 2 of 4) has two portions. The top portion contains the transfer data for school year 2003-2004. The transfer information covers the period of September 24, 2003 through September 21, 2004. The transfer data should reflect the entire twelve-month period. In order to reflect the twelve-month period, CEPI utilized the spring 2004, end-of-year 2004, and the fall 2004 SRSD submissions. The in/out from/to other districts were pre-populated (if available) utilizing the SRSD submissions.

Transfers In – From Other Districts
These numbers should reflect all students who entered the district from another school district. "Other" school districts may be other public school districts, parochial schools, private schools, home schools or public school academies. Even if the parochial, private, or charter school is in the same district as the one submitting the headcount/transfer data, this school is considered to be its own district. **Since CEPI pre-populated the "in" from other districts' counts, we have discovered that some school districts' transfers-in-from-other-districts numbers are inflated. This inflation could be due to the fact that some student management systems reset the students' enrollment dates (SRSD Field 20: Date of Enrollment). If a student's enrollment date is after the previous submission's count date (SRSD Field 123: Date of Count), then the student is considered to be "new" to the district.**

Transfers Out – To Other Districts
These numbers should indicate how many students transferred out to other districts. The definition of "other" school districts is detailed above (Transfer In – From Other Districts). If SRSD Field 23: District Exit Status data are equal to "03," "08," "09," "12," "14," "15," "25," or "26," the student is considered to be a "transfer" out.

Transfers In – Within Same District
The numbers entered in this line should reflect the **NEW** grade level for any student within the district who had a grade level change because of a re-evaluation of credits at midyear. Also, if there is more than one high school in the district, the numbers entered here would indicate students' movements between high schools.

Transfers Out – Within Same District
The numbers entered in this line should reflect the **OLD** grade level that had been a student's previous grade level because of a midyear re-evaluation of credits. NOTE: If there is only one high school in the district, transfers "in" and "out" within the same district should balance – i.e., the number of students reported as transferring out of any grade(s) should match the number of students transferring into (an)other grade(s). As in transfers in – within the same district, the numbers would reflect the students who transferred between high schools, if the district has more than one high school.

Transfers Out – To Alternative Program
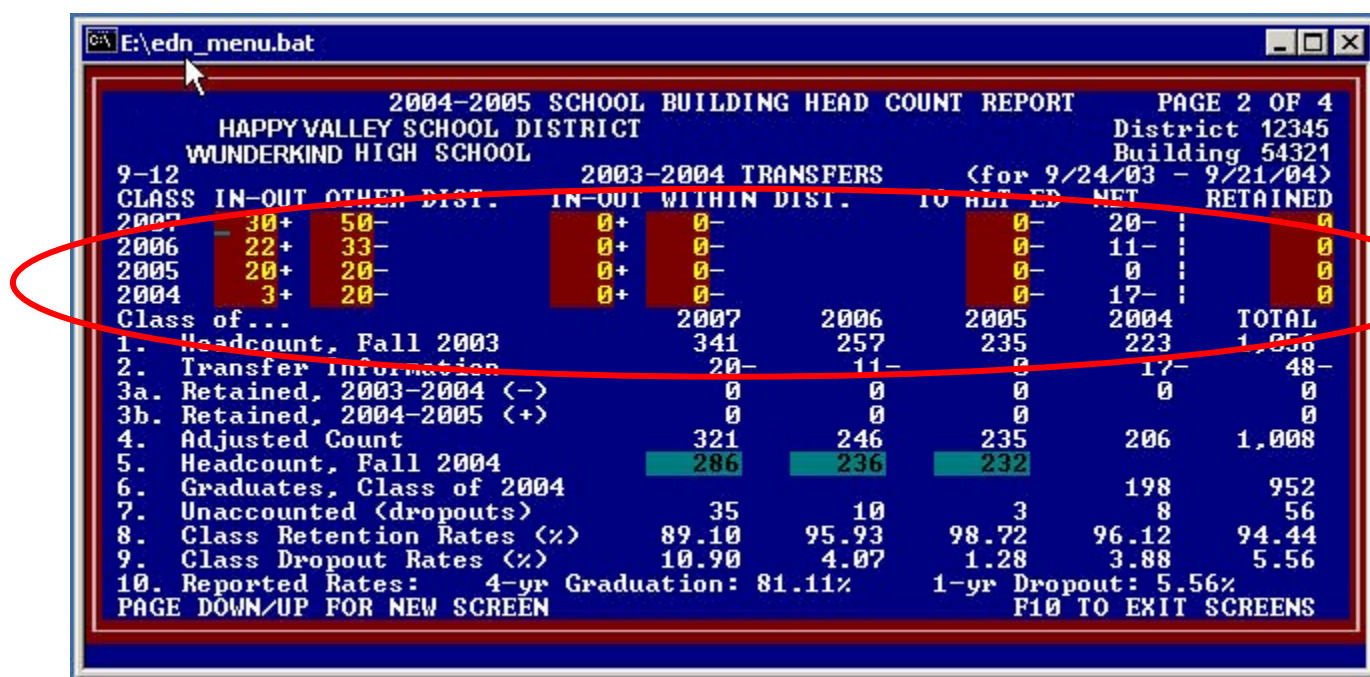These figures should reflect the number of students who left to attend an alternative education program.

Retained in Grade – Not Promoted
These numbers should reflect how many students (if any) within the district did not attain enough credits to be promoted with their class to the next grade level. NOTE: As opposed to the midyear re-evaluation of credits, the retention of students is done at the end of the regular school year.

The within-same-district in/out from/to other grade or school, transfer-out-to-alternative, and retained-in-grade information were not pre-populated using SRSD data. **IN ORDER TO ACCURATELY REFLECT STUDENT MOVEMENT IN YOUR DISTRICT, YOU MAY MAKE MODIFICATIONS TO THE TRANSFER DATA ON THE TOP OF PAGE 2 OF 4.**

The numbered items (1-10) on the bottom portion of page 2 of 4 are calculated based on the information entered on page 1 (fall 2004 headcount) and the top portions of pages 2, 3 and 4 of 4. The following is an overview of items 1 through 10:

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E:\edn_menu.bat                                                    _ □ ✕
           2004-2005 SCHOOL BUILDING HEAD COUNT REPORT      PAGE 2 OF 4
      HAPPY VALLEY SCHOOL DISTRICT                         District 12345
      WUNDERKIND HIGH SCHOOL                               Building 54321
9-12                             2003-2004 TRANSFERS       (for 9/24/03 - 9/21/04)
CLASS  IN-OUT OTHER DIST.  IN-OUT WITHIN DIST.  TO ALT ED   NET      RETAINED
2007    30+     50-         0+     0-              0-       20- !        0
2006    22+     33-         0+     0-              0-       11- !        0
2005    20+     20-         0+     0-              0-        0  !        0
2004     3+     20-         0+     0-              0-       17- !        0
Class of...                    2007    2006     2005     2004    TOTAL
1.  Headcount, Fall 2003        341     257      235      223    1,056
2.  Transfer Information         20-     11-       0       17-     48-
3a. Retained, 2003-2004 (-)       0       0        0        0        0
3b. Retained, 2004-2005 (+)       0       0        0                 0
4.  Adjusted Count              321     246      235      206    1,008
5.  Headcount, Fall 2004        286     236      232
6.  Graduates, Class of 2004                              198      952
7.  Unaccounted (dropouts)       35      10        3        8       56
8.  Class Retention Rates (%)  89.10   95.93    98.72    96.12    94.44
9.  Class Dropout Rates (%)    10.90    4.07     1.28     3.88     5.56
10. Reported Rates:    4-yr Graduation: 81.11%    1-yr Dropout: 5.56%
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1)   **Headcount, Fall 2003 –** The fall 2003 headcount was automatically brought forward from the 2003-2004 IM-4203 Pupil Headcount Report, which was submitted by each school district via the EDN.

**The transfer information covers the period of September 24, 2003 through September 21, 2004.
The transfer data should reflect the entire twelve-month period.**

2)   **Transfer Information –** This is calculated from the data entered in the top portion of this screen. Add (+) the "in" other districts, subtract (-) the "out" other districts, add (+) the "in" within district, subtract (-) the "out" within district, and subtract (-) the "to" alternative education. When you perform these operations, the results will be the "net" change. This "net" change is the number listed for item 2.

3a)   **Retained, 2003-2004 (-) –** Retained in grade (not promoted) (-). These students reported as retained are subtracted (-) out of their current graduating class and added (+) into the next lower graduating class (3b).

3b)   **Retained, 2004-2005 (+) –** Retained in grade (not promoted) (+). These numbers are generated based on data from 3a. Students are subtracted (-) out of their current graduation class (3a) and added (+) into the next lower graduating class (3b).

4)   **Adjusted Count –** The headcount enrollment for the fall 2003 is adjusted based upon all of the transfer and retained data entered on the top portion of page 2 of 4. The adjusted count is equal to item 1 (Headcount, Fall 2003) PLUS (**+**) item 2 (Transfer Information) MINUS (**–**) item 3a (Retained, 2003-2004 <->) PLUS (**+**) item 3b (Retained, 2004-2005 <+>). This item represents the "Adjusted Count" which is the **expected** headcount for the fall 2004.

5)   **Headcount, Fall 2004 –** This number is the "actual" headcount as reported on page 1 of 4 for the fall 2004 headcount, as reported in the SRSD by the school districts. It is carried forwarded from page 1 of 4.

6)   **Graduates, Class of 2004 –** This generally reflects the number of regular, day school graduates reported for the class of 2004. These data are captured on page 3 of 4 and page 4 of 4. These data were pre-populated (if available) from the spring 2004, end-of-year 2004, and the fall 2004 SRSD submissions. **IN ORDER TO ACCURATELY ACCOUNT FOR GRADUATES IN YOUR DISTRICT, YOU MAY MAKE MODIFICATIONS TO THE GRADUATION DATA ON THE TOP OF PAGES 3 AND 4 OF 4.**

7)   **Unaccounted (dropouts) –** For the purposes of this report, a dropout is a student who **cannot** be accounted for. This number is calculated by subtracting the item 5 (Headcount, Fall 2004) from item 4 (adjusted count). These data (dropouts) were not extracted from the SRSD submissions. This number is calculated.

graduation rate

dropout rate

**The retention rate is calculated for students who can be accounted for.
Thus, students who are unaccounted for are considered to be dropouts.**

8)   **Class Retention Rate (%) =** Headcount, Fall 2004 (item 5) DIVIDED BY Adjusted Count (item 4) TIMES 100

9)   **Class Dropout Rate (%)** = 100% MINUS the Retention Rate (item 8)

The calculation of an (estimated) four-year graduation rate indicates, with no change in future retention rates, the percentage of ninth-grade students who will complete their senior year of school and graduate. This is computed by multiplying the individual class retention rates (item 8) together. For the above building the rate would be:

$$(.8910 \times .9593 \times .9872 \times .9612) \times 100 = 81.11\%$$

10) **Reported Rates:** The four-year Graduation and one-year Dropout Rates are utilized for reporting to the Michigan Legislature. The four-year Graduation Rate is used in the Michigan School Report Card for high schools.